



CITY OF ROSWELL
GENERAL SERVICES COMMITTEE AGENDA

Wednesday, January 25, 2017 at 3:30 p.m.
City Hall Conference Room
425 N. Richardson Ave., Roswell, NM 88202

Committee Chair: Tabitha Denny
Committee Vice Chair: Natasha Mackey
Committee Members: Steve Henderson, Art Sandoval
Staff Coordinator: Elizabeth Stark-Rankins

A. Call to Order

B. Roll Call

C. Approval of the Agenda

D. Approval of Minutes

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| 1. November 30, 2016 Meeting Minutes | 1-2 |
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E. Non-Action Items

- | | |
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| 1. Convention Center Trash Handling | 3-4 |
| 2. BLM Trail Extension Project Review | 5-7 |
| 3. Christmas Railway Post-Event Review | 8-9 |

F. Action Items

- | | |
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| 1. FilmRoswell Support Resolution 17-03 | 10-11 |
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G. Public Participation

H. Adjourn (Next Meeting: February 22, 2017)

NOTICE OF POTENTIAL QUORUM – A quorum of the City Council may or may not attend, but there will not be debate by the City Council. The Council, acting as attendees to an informational presentation, will not be discussing public business and no action will be taken.

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 16-69. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed. Printed and posted: 1-20-17

**Regular Meeting of the General Services Committee
Held in the Conference Room at City Hall
November 30, 2016**

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 16-69.

ROLL CALL

The meeting convened at 3:30 p.m. with Chair Denny presiding; Councilors Henderson, Mackey, and Sandoval present.

Staff present: Louis Najar, Kevin Dillon, Juanita Jennings, James Hogan, Elizabeth Stark-Rankins, Anna Aragon, Danny Renshaw, Mayor Dennis Kintigh

Guest present: Larry Connolly, Bob Edwards, and Jeff Tucker.

APPROVAL OF AGENDA AND MINUTES

Councilor Sandoval moved to approve the November 30, 2016 Regular General Services Committee meeting agenda as presented and the General Services Committee meeting minutes from September 28, 2016. Councilor Mackey amended the motion by moving Action Item F, #1 Large Bus Purchase for Pecos Trails Transit to be placed under E and all other items to follow. Councilor Henderson was the second. A voice vote was unanimous and the motion passed.

REGULAR ITEMS

Large Bus Purchase for Pecos Trails Transit. Elizabeth Stark-Rankins discussed the Pecos Trails Transit receiving funding from the Department of Transportation to support the cost of purchasing replacement vehicles. This funding is requested a year prior to the award each October. The FY17 budget planned for the purchase of a small bus and a van using this funding. However, the need is in a larger bus for the Main Street routes. A voice vote was 3-1 and the motion passed with Councilor Mackey voting no.

NON-ACTION ITEMS

Adult Center Operations Update Elizabeth Stark-Rankins discussed the closing of the Yucca Recreation Center and stated in the last couple of months they have lost several employees in the Recreation Department. Tim Williams reviewed the programming schedule and the demand from the public. In this review, streamlining opportunities were identified. Current hours are Sunday through Friday 7:00 a.m. to 9:00 p.m., Saturday 10:00 a.m. to 9:00 p.m., Sunday through Friday 7:00 a.m. to 9:00 p.m. The new hours will become effective December 5, 2016, which are Monday through Friday 7:00 a.m. to 9:00 p.m., Saturday 12:00 p.m. to 7:00 p.m., and closed on Sunday.

New Recreation Center Presentation Elizabeth Stark-Rankins gave a presentation on the Recreation Center. She presented information regarding the new recreation center project, funding options, and operational details.

FOR THE RECORD: Councilor Mackey requested an update on the youth basketball hours and location of games and practices. Ms. Stark-Rankins stated the games are being held at University High School only on Saturdays, one game at a time. Gateway Christian School has offered their facility for games to be held there if necessary.

Convention Center Improvements Presentation Elizabeth Stark-Rankins gave a presentation on improvements and changes to the Convention Center.

Golf Course Operations RFP Nominations Elizabeth Stark-Rankins gave an update on the Golf Course Operations RFP Nominations. The new review committee has been chosen and the Mayor has chosen Bob Edwards to be a representative. Staff anticipate the RFP will go out in December/January with a recommendation from Council no later than February. This will allow time for the contract to be renewed by March.

PUBLIC PARTICIPATION

Bob Edwards read a letter regarding the Parks and Recreation Commission to recommend to the City Council to approve a new recreation center with the proposed third aquatic pool option. They also recommended that the project be funded through the Gross Receipts Tax.

Larry Connolly discussed GRT funding for the New Recreation Center.

Jeff Tucker discussed the square footage of the proposed aquatic pool.

ADJOURNED

The meeting adjourned at 4:52 p.m.

CITY OF ROSWELL
General Services Committee
City Hall Conference Room
425 N. Richardson, Roswell, NM 88202
Wednesday, January 25, 2017 at 3:30 p.m.

ACTION REQUESTED: Convention Center Trash Handling

BACKGROUND: The Convention Center staff meets directly with vendors when booking events to review the responsibilities of the vendor which is located in the policies as Frequently Asked Questions. A section of that information is included in this packet.

At the end of the event, the vendor is responsible to pick up decorations, table cloths, trash, as well as dispose of all trash. Convention Center staff provides trash bags and rolling trash bins to allow the vendor to roll outside and empty them.

**FINANCIAL
CONSIDERATION:** Not applicable.

LEGAL REVIEW: Not applicable.

**BOARD AND
COMMITTEE ACTION:** Review and discuss the trash handling for events held at the Convention Center.

**STAFF
RECOMMENDATION:** Not applicable.

What am I responsible for when I rent the facility?

The following items are due within 30 days of your event:

- specific start and end event times
- signed lease agreement
- insurance certificate
- final payment
- approved floor plan
- food caterer, liquor caterer, and security company (if applicable).

•After your event: You must throw away the trash and replace the trash liners. We will provide you with the trash liners.

Are there any items that I'm not allowed to use when decorating?

The following items are prohibited at the Roswell Convention & Civic Center

- Glitter
- Confetti
- Hay
- Silly String
- Fake Snow
- Candles
- Balloons (Helium filled)
- Tape of any kind
- Adhesive Fasteners
- Nails
- Staples
- Stickpins
- Hooks
- Tacks
- Screws
- Stickers
- Sand

If you have any questions about decorations you want to use please ask our staff.

What is included in the rental?

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ACTION REQUESTED: BLM Trail Extension Project Review

BACKGROUND: BLM and the Department of Health have contacted the City about working with them on developing a new trail to Bitter Lakes National Wildlife Refuge. Originally, staff had discussed an alignment from a turn-off near the Roswell Test Facility along US 380 and heading north through City of Roswell property to the southern end of the Bitter Lakes property.

Recently, the BLM has requested an alignment consideration of starting at the Spring River Park and Zoo and heading east on a to be determined alignment towards Bitter Lakes. This route would only be partially located inside the City's municipal boundary and would need to end up on the north side of Berrendo Creek which would require a series of easements through private properties.

**FINANCIAL
CONSIDERATION:** There are no anticipated costs to the City at this time.

LEGAL REVIEW: This issue has not been reviewed by the City Attorney.

**BOARD AND
COMMITTEE ACTION:** Discussion of coordinating the development of a new pedestrian / bike trail between the Spring River Park and Zoo and Bitter Lakes National Wildlife Refuge with the Bureau of Land Management, Department of Health, and the City of Roswell.

**STAFF
RECOMMENDATION:** Not applicable.

Slide 1

Pine Lodge Road

Red Bridge Road

Bitter Lake

BLM Start & Finish

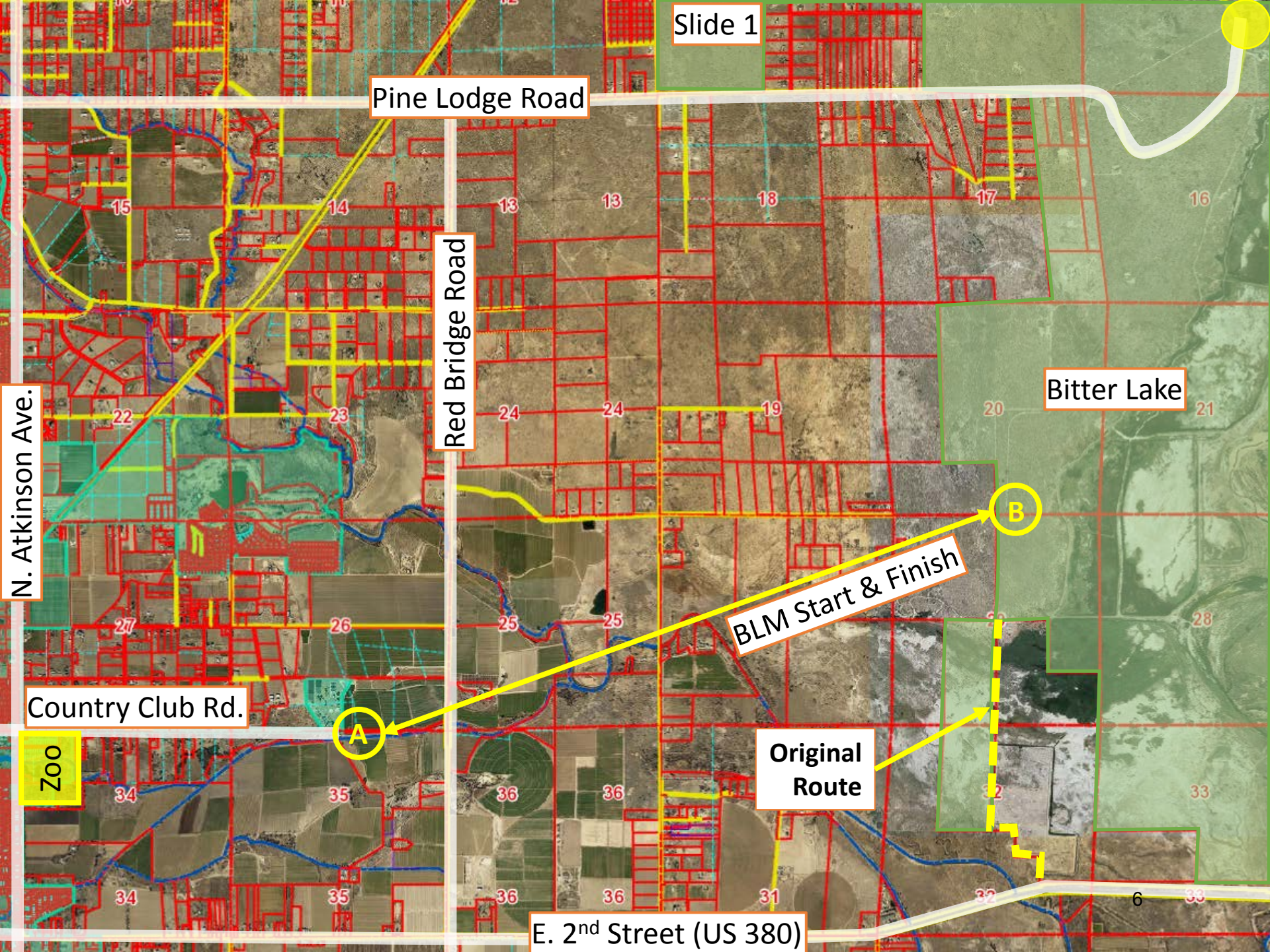
Original Route

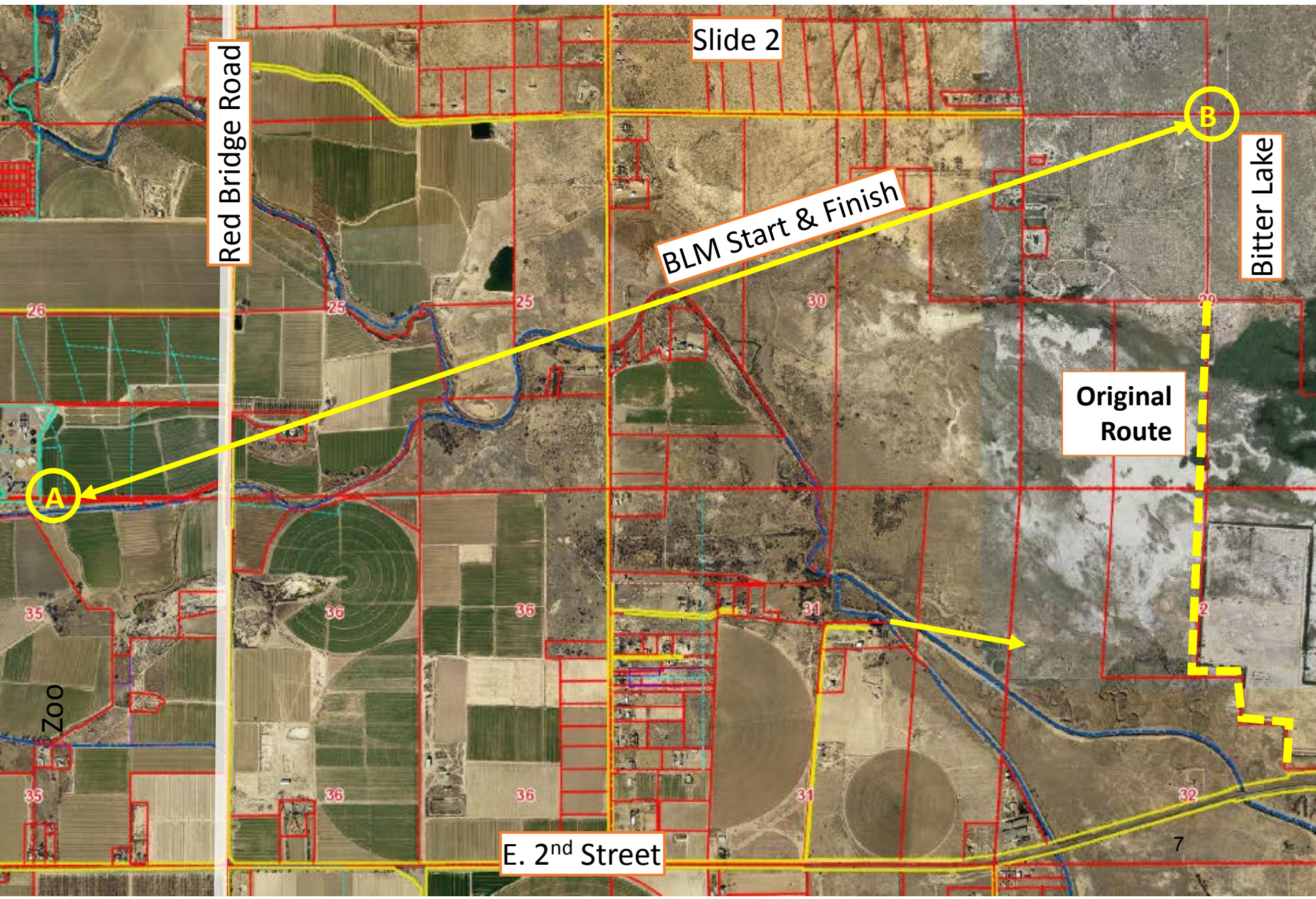
E. 2nd Street (US 380)

Country Club Rd.

N. Atkinson Ave.

Zoo





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ACTION REQUESTED: Christmas Railway Post-Event Review

BACKGROUND: The Christmas Railway was an event held by Roebuck Entertainment at the Spring River Park and Zoo over the holiday season. It was the first occasion of this event. The attached report includes information on the event details as well as the funding supported through the City.

**FINANCIAL
CONSIDERATION:** Not applicable.

LEGAL REVIEW: Not applicable.

**BOARD AND
COMMITTEE ACTION:** Not applicable.

**STAFF
RECOMMENDATION:** Not applicable.



CITY OF ROSWELL POST-EVENT REVIEW CHRISTMAS RAILWAY

Total Estimated Attendance: 12,828

Best Days:

November 25 1,025

December 23 1,417

Total Employee Hours: 427.5

Budget Impact:

Salaries and Benefits 10,281

Train Gas 200

Train Depot 4,500

Light Generators 1,300

Railroad Tracks & Train Repairs 7,524

Total Expenses 23,805

Event Payback 20,217

City Subsidy (3,588)

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ACTION REQUESTED: FilmRoswell Support Resolution 17-03

BACKGROUND: FilmRoswell is a newly created board that supports the filming industry efforts in the City of Roswell. It is an external entity that was formed by the Roswell-Chaves County Economic Development Corporation. It supports the economic development efforts in Roswell by bringing in outside groups to work and hire people in Roswell on a short term basis for filming needs.

The resolution also appoints the Director of Public Affairs as the film liaison to the board as well as the State. This helps to streamline the efforts of the board as well as funnel funds appropriately from the State as they are allocated for filming purposes.

**FINANCIAL
CONSIDERATION:** No funding is being allocated for this purpose.

LEGAL REVIEW: City Attorney has reviewed the resolution as presented.

**BOARD AND
COMMITTEE ACTION:** Consider approval of Resolution 17-03 in support of the FilmRoswell Board.

**STAFF
RECOMMENDATION:** Approve Resolution 17-03 as presented.

RESOLUTION 17-03

A RESOLUTION OF THE CITY OF ROSWELL RECOGNIZING THE EXISTENCE AND RELEVANCE OF AN ORGANIZATION CALLED FILMROSWELL WHOSE PURPOSE IS TO PROMOTE THE FILM INDUSTRY IN ROSWELL AND RECOGNIZE AND ASSIGN THE CITY DIRECTOR OF PUBLIC AFFAIRS AS THE FILM LIAISON FOR ROSWELL.

Whereas, the City of Roswell seeks economic development from industry in keeping with the values of the community;

Whereas, the film industry can provide environmentally friendly job creation and is an economic activity that augments the city's current visitor attraction businesses;

Whereas, the film industry in New Mexico contributed a direct economic impact to the State's economy of \$340 million in 2015 and has already contributed \$150 million to the State's economy in the first quarter of 2016;

Whereas, there are talented citizens in Roswell who are involved in film or film education who can, with the assistance of the Roswell-Chaves County Economic Development Corporation, form the FilmRoswell Board and directly support the development of the film industry in Roswell;

Whereas, the New Mexico Film Office relies on a local contact person, designated by the City as the Film Liaison to supply local information for a variety of film industry activities to attract film production to New Mexico; and

Whereas, the person designated as the Film Liaison does not engender potential conflicts of interest, can work closely with local permitting and public safety authorities, and who can serve as a repository of local photography, locations, and other filming needs.

Now therefore, be it resolved, that the Governing Body of the City of Roswell, New Mexico recognizes the creation of the FilmRoswell Board, that that Board will report quarterly to the City Council about project needs and economic benefits, and that the City Director of Public Affairs, currently Juanita Jennings, may be recognized to the State of New Mexico and to all other parties as the designated Film Liaison for Roswell, New Mexico for the purpose of promoting the film industry in the City.

Passed, adopted, signed, and approved this 9th day of February 2017.

Attest:

Mayor

Sharon Coll, City Clerk